Referencing guide.

Harvard British Standard (author-date style) : one of the referencing styles given by Refworks
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1. Why should I cite and reference sources?

When writing a piece of work, it is essential that detailed and precise information on all sources consulted is included in your text. This allows the reader to locate the information used. You identify these sources by citing them in the text of your assignment (called citations or in-text citations) and referencing them at the end of your assignment (called the reference list or end-text citations).

The reference list only includes the sources cited in your text. It is not the same thing as a bibliography, which uses the same referencing style, but also includes all material (background readings) used in the preparation of your work.

Why should I cite and reference sources?
- Show your tutor/reader what you have read and allow them.
- You can add weight to your comments and arguments.
- Good referencing can help you attain a better grade or mark, and it
- is essential to avoid any possible accusation of plagiarism
2. Which referencing style should I use?

- ISO 690:2010 “Information and documentation. Guidelines for bibliographic references and citations to information resources” gives guidelines for the preparation of bibliographic references.
- There are many styles of referencing. You will need to check which style is required for your work.

There are 3 methods of citation:

NAME AND DATA SYSTEM (HARVARD SYSTEM).

Citation in text

- If the creator’s name occurs naturally in the text, the year follows in parentheses, but if not, both name and year are in parentheses. In citations to particular parts of an information resource, the location of that part (page number) may be given after the year within the parentheses.

References

The references to the information resources cited in the text are arranged in a list in the alphabetical order of the creator’s surnames.
NUMERIC SYSTEM (Vancouver, Institute of Electrical and Electronic Engineers (IEEE)...)  

Citation in text  
-numerals in the text, in parentheses, brackets or superscript, refer to information resources in the order in which they are first cited. Subsequent citations of a particular information resource receive the same number as the first. If particular parts of an information resource are cited, page numbers, etc., may be given after the numerals.  

Example: The notion of an invisible college has been explored in the sciences (26). Its absence among historians is noted by Stieg (13 p. 556). It may be, as Burchard (8) points out, that they have no assistants, or are reluctant to delegate (27, 28)  

References  
The references to the information resources should be arranged in their numerical order in a numbered list.  

3. RUNNING NOTES  

Citation in text  
-numerals in the text, in parentheses, brackets or superscript, refer to notes, numbered in the order they occur in the text. Multiple citations of one information resource should be given separate note numbers.  

References  
-Notes should be presented in numerical order. A note that refers to an information resource cited in an earlier note should either repeat the full reference or give the number of the earlier note.
3. How should I set out citations and quotations in my text?

3.1. Setting out citations

- If you are quoting directly or using ideas from a specific page or pages of a work, you must include the page number(s) in your citations. Insert the abbreviation p. or pp.) before the page number(s).
- When citing publications by up to three authors or editors, all are listed.
- For publications by more than three authors or editors, cite the first name listed in the work followed by *et al.* Example: New research on health awareness (*Tipton et al.*, 2009, p. 124)
- If you need to refer to two or more publications at the same time, these can be listed separated by semicolons (;). The publications should be cited chronologically by year of publication with the most recent source first. Example: Recent environmental studies (*Williams*, 2009; *Andrews et al.*, 2008; *Martin and Richards*, 2008; *Town*, 2009) considered...

If you need to refer to two or more publications from the same author, these can be listed separated by comma. Example: *Anderson* 1966, 1972, 1974.

- Sometimes you may need to cite two or more publications by an author published in the same year. You distinguish this by allocationg lower case letters in alphabetical order after the publication date. Example: In his study of the work of Rubens, *Miller* (2006a, p. 18)...Hower, his final analysis on this subject (*Miller*, 2006b, pp. 143-152) argued that...

In your reference list:

3. How should I set out citations and quotations in my text?

3.2. Setting out quotations

- Direct quotations: the actual words used by an author, in exactly the same order as in their original work.

- Short direct quotations, up to two or three lines in your assignment, can be set in quotation marks and included in the body of your text.

  Example: Bryson (2004, p. 156) commented that “If you need to illustrate the idea…”

- Longer quotations should be entered as a separate paragraph and indented from the main text. Quotation marks are not required.

3.3. Paraphrasing

- When you paraphrase, you express someone else’s writing in your own words. Quotation marks are not required. However, you must ensure that you do not change the original meaning and you must still cite and reference your source of information.

  Example: Harrison (2007, p. 48) clearly distinguishes between the historical growth of the larger European nation states and the roots of their languages and linguistic development.

3.4. Summarising

- You only lists the main topics or headings. Quotation marks are not required.

3.5. Making changes to quotations:

- If you omit part of the quotation, this is indicated by using three dots...

  Example: “Drug prevention... efforts backed this up” (Gardner, 2007, p. 49)

- If you want to insert your own words, or different words, into a quotation, put them in square brackets [ ].
4. Arrangement of alphabetical lists of references

- The references to the information resources cited in the text are arranged in a list in the alphabetical order of the creator’s surnames, with the year of publication.
- A single-creator entry precedes a dual or multi-creator entry beginning with the same name
- Multiple entries by a single creator are arranged chronologically, with the earliest information resource first.
- A single-creator entry or multi-creator precedes an editor or compiler entry beginning with the same name.
5. How to cite and reference sources using the Harvard Style.

5.1. Printed books

While there are many variations on the ‘Harvard’ system, the examples given in this document have been based on HARVARD – BRITISH STANDARD (one of the referencing styles given by Refworks).

Citation order:
- Author/editor
- Year of publication
- Title (in italics)
- Edition (only include the edition number if it is not the first edition). Edition is abbreviated to edn (to avoid confusion with the abbreviation ed. or eds for editor or editors), for example 3rd edn
- Place of publication: publisher
- Series and volume number (where relevant)

5.1.1. Book with one author

In-text citation
As we know (Bell 2010, p. 23) the most important part of the research process...

Reference list
5.1.2. Book with two or three authors (use “et al” -“and others” in latin-)

**In-text citation**

Goddard and Barrett (2007) suggested...

**Reference list**


5.1.3. Book with more than three authors

**In-text citation**

This was proved by Young *et al.* (2000)

**Reference list**

5.1.4. Book with an editor

In-text citation
The formation of professions was examined frequently (Prest 1987)

Referencia bibliográfica

5.1.5. Book with no author

In-text citation
The Percy tomb has been described as “one of the master-pieces of medieval European art” (Treasures of Britain, 1990, p. 84)

Reference list
Treasures of Britain and treasures of Ireland, 1990. London: Reader’s Digest Association Ltd.
5.2. Electronic Books (e-books)

5.2.1. Electronic books (e-books)

When an ebook looks like a printed book, with publication details and pagination, you should reference as a printed book

There are 2 examples given:

- **Example 1:** is a printed book made available online. Reference this in the same manner as the printed version.
  - In-text citation
  The process of adaptation is difficult to detect (Levin 2007, p. 19)
  - Reference list

- **Example 2:** is a reference work that was published in print and online. The online version is being updated regularly; the print version will not be updated until a new edition is published.
  - In-text citation for online version
    Rutherford’s contribution (Badash 2008)
  - Reference list for online version
5.3. Chapters of edited books

**Citation order:**
- Author of the chapter (surname followed by initials)
- Year of publication
- Title of chapter
- ‘In’ plus author/editor of book
- Title of book (in italics)
- Place of publication: publisher
- Page reference

**In-text citation**

The view proposed by Franklin (2012 p. 88) ...

**Reference list**

5.4. Journal articles

- Over recent years it has become clear that the referencing of journal articles, whether print or electronic, should be simplified.

The journal reference provides enough bibliographic information for the article to be located, other elements no longer need to be included, for example URL

**Citation order:**

- Author
- Year of publication
- Title of article
- Title of journal (in italics- capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Issue information, volume (unbracketed) and, where applicable part number, month or season (all in round brackets)
- Page reference
- DOI (if available)

**Example: print or electronic journal article**

**In-text citation**... the customer player the part of a partial employee (Dawes and Rowley 1998, p. 353).


**Example: electronic journal article with doi**

**In-text citation citation** Shirazi’s review article (2010)...  
5.5. Thesis

Citation order:
- Author
- Year of submission
- Title of thesis (in italics)
- Degree statement
- Degree-awarding body
OR if viewed online:
- Available at: URL
- (Accessed: date)

In-text citation
Research ny Tregear (2001) and Parsons (2011)...

Reference list
Available at: http://etheses.dur.ac.uk/846 (Accessed: 14 August 2012)

5.6. Digital repositories

- If the book or article has already been published, reference it as the publication.
- If it is a prepublication article, conference, working paper that has not been peer-reviewed or formatted by publishers, be clear that you are referencing the preprint.

Prepublication journal articles online or in digital repositories. Citation order:
- Author
- Year
- Title of article
- To be published in (if this is stated)
- Title of journal (in italics- capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Volume and issue numbers (if stated)
- [Preprint]
- Available at: URL
- (Accessed: date)

In-text citation: New research by Jeon, Lee and Park (2012)
5.7. Web pages with individual authors...
-The nature of what you are referring to will govern how you cite or reference it.
-Remember to evaluate all internet information to accuracy, authority, currency, coverage and objectivity.

**Citation order:**
- Author
- Year that the site was published/last updated
- Title of web page (in italics)
- Available at: URL
- (Accessed: date)

**Individual author**

**In-text citation:**
Yau (2001) provided information about the Chinese community.

**Reference list:**

**Organisations as authors**

**In-text citation:**
The Open gardens cheme (British Red Cross, 2008)...

**Reference list:**

**Web pages with no authors: use the title of the web page**

**In-text citation:**
Illustrations of the houses can be found online (Palladio’s Italian villas, 2005)

**Reference list:**
BIBLIOGRAPHY


(Biblioteca de Ciencias, C/02/UNE, mostrador)


(ejemplares en Biblioteca de Ciencias, C/02/TEC; Humanidades y Educación)


(Accessed: 7 Mayo 2014)


(Biblioteca de Ciencias, C/02/PEA)